



**SUPERVISING PROPERTY APPRAISER / INVESTIGATOR
PERMANENT-FULL TIME**

The Office of Real Estate Appraisers (OREA) has a vacancy for a Permanent Full-time Supervising Property Appraiser Investigator. OREA is located at 1102 Q Street, Suite 4100, Sacramento, CA 95811.

Duties of the position include:

- Plan, organize, prioritize, assign and direct the activities of a staff of investigators engaged in investigating complaints against real estate appraisers filed by lenders, other appraisers and the public.
- Provide direction and ensure consistency in the screening of new cases.
- Supervise and provide direction to staff in the performance of investigations, field reviews, market research and analyses, compliance with Enforcement Unit policies and procedures, compliance with federal standards of competency and professional ethics, compliance with federal and state law and regulations.
- Review investigative reports performed by staff and make a determination of final dispositions.
- Supervise the activities of the enforcement technician and/or the legal secretary as they relate to the enforcement/investigative functions.
- Conduct investigations of complaints involving technical appraisal issues, as well as unethical or illegal activity against licensed real estate appraisers.
- Conduct investigations, market research and analysis on all types of properties.
- Identify deficiencies in appraisal reports under investigation, form an opinion as to whether the analyses, opinions and conclusions in the report are appropriate and reasonable.
- Determine if there have been violations of the Uniform Standards of Professional Appraisal Practice and/or federal and state laws or regulations.
- Conduct reviews of appraisal experience logs and work samples to determine that applicants meet the minimum experience requirements for appraiser licensing and certification.
- Analyze, interpret and explain Enforcement policies and procedures, federal standards of competency and professional ethics, federal and state law and regulations to members of the appraisal industry, financial institutions, government agencies and the public.
- Make recommendations concerning the adoption of the new procedures or the revision of existing policies and procedures.

Desirable Qualifications:

- Integrity, initiative, dependability, good judgment and ability to work cooperatively with others.
- Ability to follow oral and written instructions and communicate effectively.
- Excellent attendance and interpersonal skills.
- Ability to work well under pressure and within mandated timeframes.
- Patience and tact in dealing with the public, staff members and others.
- Ability to interpret and apply laws, rules, regulations, policies and procedures

Salary Range: \$6002 - \$7296

Who may apply:

Current State employees at the Supervising Property Appraiser/Investigator level, individuals, who are transferable to the class, have reinstatement rights or those with list eligibility. **Priority consideration will be given to SROA/Surplus employees. Please attach SROA/Surplus information to your application. Please indicate RPA# 09-004 on your application.**

Submit Applications to:

Department of Real Estate
Human Resources
P.O. Box 187000
Sacramento, CA 95818-7000
(916) 227-0802

For information on the position contact:

Diane Westphal
Deputy Director
(916) 440-7875

California Relay Service: 1-800-735-2922 (Voice); 1-800-735-2929 (TDD)

Final Filing Date: Until Filled

Applications may be obtained from the SPB website at <http://www.spb.ca.gov> Applicants will be screened based on the Necessary/Desirable Qualifications shown above and only those most qualified will be invited to interview.